

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:
 Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGERS).

Instructions:
 1. Download the worksheet file APP-CSE 2021 FORM at www.psp-philegps.gov.ph

2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
 3. The agency should indicate zero (0) if an item is not being purchased by the agency or purchased for a particular month.
 4. Agency must not delete any item in the template; neither should revise the template.
 5. An APP-CSE is considered incorrect or invalid if

a. form used is other than the prescribed format which can be downloaded only at www.psp-philegps.gov.ph and;
 b. correct format is used but fields were deleted and/or inserted in PART I of the template

6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase. To add or insert items are not applicable in PART II.

7. Once accomplished and finalized, the APP-CSE 2021 form should be:
 a. Saved using this format: APP2021_ Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office_APP2021_DBM_Region IVA).

b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.

8. THE SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilegPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
 9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.

10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 - 1 dated 02 June 2020 issued by AQ 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: TORRELOS BOBACION SCHOOL OF ARTS AND TRADES
 Region: JUPITERA REGION
 Address: BRGT. POCITY, TORRELOS, MARINAUQUE
 Agency Account Code: _____
 Organization Type: _____
 Contact Person: Rosalina P. Reyes
 Position: Vocational School Administrator III
 E-mail: rosalinasre@dmall.com
 Telephone/Mobile Nos: 9999337776

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue	Total Amount for the Year													
		Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																													
PESTICIDES OR PEST REPELLENTS																													
1. 10191509-IN-401 INSECTICIDE, aerosol type, net content: 600ml/mln	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	139.36	0.00
PERFUMES OR COLOGNES OR FRAGRANCES																													
2. 53131626-HS-501 HAND SANITIZER, 500 ml	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	151.43	0.00
ALCOHOL OR ACETONE BASED ANTISEPTICS																													
3. 12191601-AL-601 ALCOHOL, ethyl, 69%-72%, scented, 500ml (-5ml)	bottle	5	0	12	17	740.86	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17.00	43.58	740.86
4. 12191601-AL-602 ALCOHOL, ethyl, 69%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	457.60	0.00
5. 51471901-AL-101 ALCOHOL, isopropyl, 69%-72%, 500ml (-5ml)	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	43.58	0.00
6. 51471901-AL-102 ALCOHOL, isopropyl, 69%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	455.00	0.00
7. 51471905-PO-901 POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																													
8. 12171203-SF-901 STAMP PAD INK, purple or violet, 50ml (1ml.)	bottle	1	0	0	1	31.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	31.52	31.52
FILMS																													
9. 13111203-AC-F11 ACETATE, thickness: 0.075mm (mm) (Gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	847.82	0.00
10. 13111201-CF-F01 CARBON FILM, PE, black, size 210mm x 297mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	221.00	0.00
11. 13111201-CF-F02 CARBON FILM, PE, black, size 215mm x 330mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																													
12. 14111506-CF-A01 CARTON, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	83.22	0.00
13. 14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	882.55	0.00
14. 14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00
15. 14111506-CF-L22 CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1528.80	0.00
16. 14111506-CF-L21 CONTINUOUS FORM, 2 PLY, 280mm x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	906.36	0.00
17. 14111506-CF-L31 CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	894.00	0.00
18. 14111506-CF-L32 CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1508.00	0.00

242	44103103-HR-B25	TONER CART, HP CE390A, Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							7895.16		0.00
243	44103103-HR-B26	TONER CART, HP CE400A, Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							6906.40		0.00
244	44103103-HR-C26	TONER CART, HP CE401A, Cyan	cart				0	0.00				0	0.00				0	0.00					0	0.00							10193.04		0.00
245	44103103-HR-Y26	TONER CART, HP CE402A, Yellow	cart				0	0.00				0	0.00				0	0.00					0	0.00							10193.04		0.00
246	44103103-HR-M26	TONER CART, HP CE403A, Magenta	cart				0	0.00				0	0.00				0	0.00					0	0.00							10193.04		0.00
247	44103103-HR-B27	TONER CART, HP CE410A, (HP905), Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							4201.60		0.00
248	44103103-HR-C27	TONER CART, HP CE411A, (HP905), Cyan	cart				0	0.00				0	0.00				0	0.00					0	0.00							6011.20		0.00
249	44103103-HR-Y27	TONER CART, HP CE412A, (HP905), Yellow	cart				0	0.00				0	0.00				0	0.00					0	0.00							6011.20		0.00
250	44103103-HR-M27	TONER CART, HP CE413A, (HP905), Magenta	cart				0	0.00				0	0.00				0	0.00					0	0.00							6011.20		0.00
251	44103103-HR-B28	TONER CART, HP CE505A, Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							4466.80		0.00
252	44103103-HR-B28	TONER CART, HP CE505X, Black, High cap	cart				0	0.00				0	0.00				0	0.00					0	0.00							7332.00		0.00
253	44103103-HR-B52	TONER Cartridge, HP CE217A (HP72A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							3044.01		0.00
254	44103103-HR-B53	TONER Cartridge, HP CE226A (HP26A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							5787.60		0.00
255	44103103-HR-B55	TONER Cartridge, HP CE280A, LaserJet Pro M401/M425	cart				0	0.00				0	0.00				0	0.00					0	0.00							5200.00		0.00
256	44103103-HR-B51	HP Toner CF280XC	cart				0	0.00				0	0.00				0	0.00					0	0.00							7112.56		0.00
257	44103103-HR-B56	TONER Cartridge, HP CE281A (HP81A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							8606.00		0.00
258	44103103-HR-B57	TONER Cartridge, HP CE283A (HP83A) LaserJet Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							3241.70		0.00
259	44103103-HR-B51	TONER Cartridge, HP CE283XC (HP83X) Blk Cartridg L	cart				0	0.00				0	0.00				0	0.00					0	0.00							4056.00		0.00
260	44103103-HR-B58	TONER Cartridge, HP CE282A (HP82) Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							10051.00		0.00
261	44103103-HR-B52	TONER Cartridge, HP CE282XC (HP82X) Black LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							13156.00		0.00
262	44103103-HR-B60	TONER Cartridge, HP CE350A Black LJ	cart				0	0.00				0	0.00				0	0.00					0	0.00							2901.60		0.00
263	44103103-HR-C60	TONER Cartridge, HP CE351A Cyan LJ	cart				0	0.00				0	0.00				0	0.00					0	0.00							2953.60		0.00
264	44103103-HR-Y60	TONER Cartridge, HP CE352A Yellow LJ	cart				0	0.00				0	0.00				0	0.00					0	0.00							2953.60		0.00
265	44103103-HR-M60	TONER Cartridge, HP CE353A Magenta LJ	cart				0	0.00				0	0.00				0	0.00					0	0.00							2953.60		0.00
266	44103103-HR-B61	TONER Cartridge, HP CE360A (HP500A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							7056.40		0.00
267	44103103-HR-C61	TONER Cartridge, HP CE361A (HP500A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							8946.24		0.00
268	44103103-HR-Y61	TONER Cartridge, HP CE362A (HP500A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							8946.24		0.00
269	44103103-HR-M61	TONER Cartridge, HP CE363A (HP500A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							8946.24		0.00
270	44103103-HR-B62	TONER Cartridge, HP CE400A (HP201A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							3429.78		0.00
271	44103103-HR-C62	TONER Cartridge, HP CE401A (HP201A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							4043.83		0.00
272	44103103-HR-Y62	TONER Cartridge, HP CE402A (HP201A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							4043.83		0.00
273	44103103-HR-M62	TONER Cartridge, HP CE403A (HP201A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00					0	0.00							4043.83		0.00
274	44103103-HR-B63	TONER Cartridge, HP CE410A (HP410A) Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							4440.80		0.00
275	44103103-HR-B64	TONER Cartridge, HP CE410XC (HP410XC) Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							7441.20		0.00
276	44103103-HR-C63	TONER Cartridge, HP CE411A (HP410A) Cyan	cart				0	0.00				0	0.00				0	0.00					0	0.00							5616.00		0.00
277	44103103-HR-Y63	TONER Cartridge, HP CE411XC (HP410XC) Yellow	cart				0	0.00				0	0.00				0	0.00					0	0.00							7472.40		0.00
278	44103103-HR-Y63	TONER Cartridge, HP CE412A (HP410A) Yellow	cart				0	0.00				0	0.00				0	0.00					0	0.00							5616.00		0.00
279	44103103-HR-Y64	TONER Cartridge, HP CE412XC (HP410XC) Yellow	cart				0	0.00				0	0.00				0	0.00					0	0.00							7472.40		0.00
280	44103103-HR-M63	TONER Cartridge, HP CE413A (HP410A) Magenta	cart				0	0.00				0	0.00				0	0.00					0	0.00							5616.00		0.00
281	44103103-HR-M64	TONER Cartridge, HP CE413XC (HP410XC) Magenta	cart				0	0.00				0	0.00				0	0.00					0	0.00							7472.40		0.00
282	44103103-HR-B34	TONER CART, HP Q2612A, Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							3900.00		0.00
283	44103103-HR-B68	TONER CART, HP Q7553A, Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							4999.20		0.00
284	44103103-HR-B06	TONER CART, SAMSUNG MLT-D1015, Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							3406.00		0.00
285	44103103-SA-B07	TONER CART, SAMSUNG MLT-D1015S, Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							2350.40		0.00
286	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							2454.40		0.00
287	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							3380.00		0.00
288	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0.00				0	0.00				0	0.00					0	0.00							2875.58		0.00

